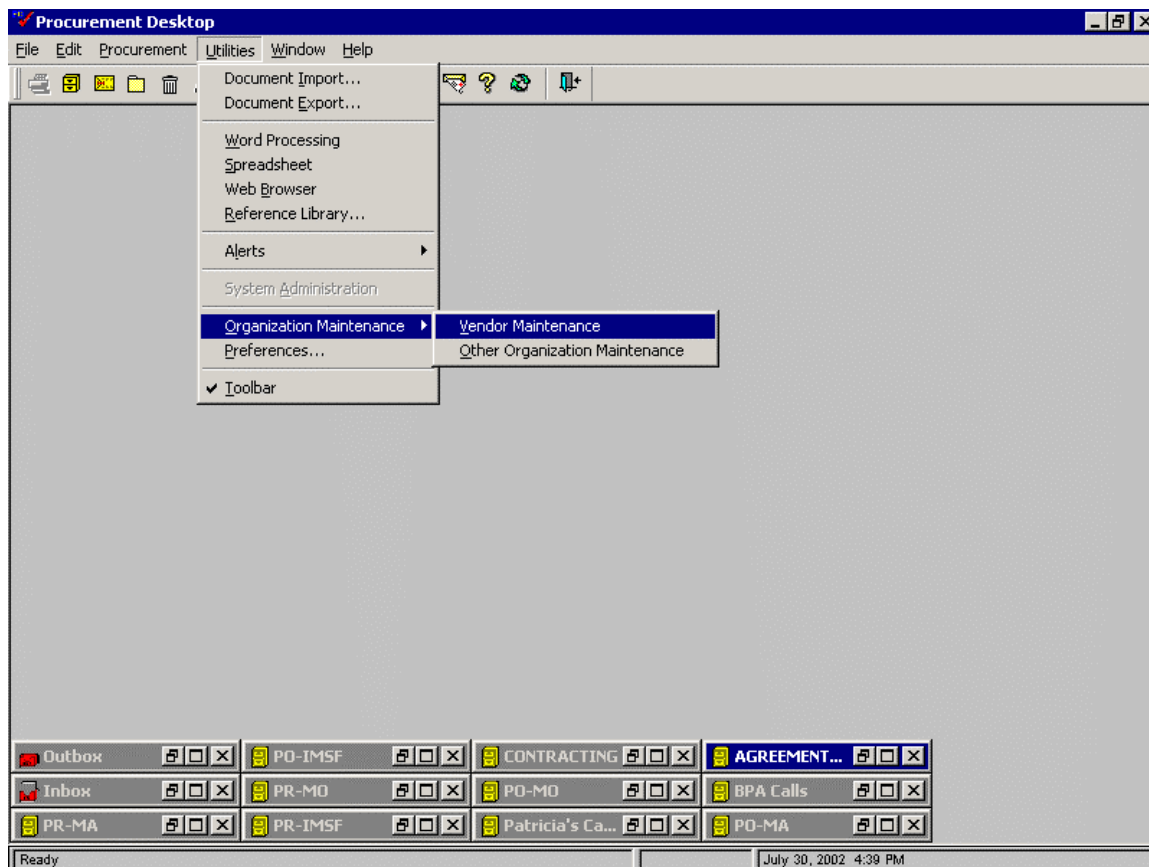


ENTERING VENDOR INFORMATION IN PROCUREMENT DESKTOP FOR INTERAGENCY ACQUISITION AGREEMENTS

To enter information for Federal Government agencies, you will need a DUNS Number, Facts Department ID (Agency's Department ID, Example: NPS' is 14), Facts Bureau ID (Agency's Bureau ID, Example: NPS' is 10), and the agency's address and telephone number. Banking information is not required.

1. Go to "Utilities."
2. Select "Organization Maintenance."
3. Select "Vendor Maintenance."



ENTERING VENDOR INFORMATION IN PROCUREMENT DESKTOP FOR INTERAGENCY ACQUISITION AGREEMENTS

4. UNDER VENDOR TAB:

- A. Enter Vendor Name.
- B. Enter Vendor Code (DUNS Number).
- C. 1099 Vendor: "NO" should be selected.
- D. Vendor Type: "FEDERAL GOVERNMENT."
- E. Facts Department ID (Agency's Department ID, Example: NPS' is 14).
- F. Facts Bureau ID (Agency's Bureau ID, Example: NPS' is 10).

The screenshot shows the 'Procurement Desktop' application window with the 'Vendor Maintenance' dialog box open. The 'Vendor' tab is selected, displaying various fields for entering vendor information. The 'Name' field contains 'NIST' and the 'Vendor Code' field contains '061930355'. The 'Debarment Status' is set to 'Not Debarred' and '1099 Vendor' is set to 'No'. The 'Vendor Type' is set to 'FEDERAL GOVERNMENT'. The 'Facts Department ID' is '13' and the 'Facts Bureau ID' is '06'. The 'Debarment Start Date' and 'Debarment Expiration Date' are both set to '00/00/0000'. The 'Comments' field contains 'tf-h, 7/29/02'. The 'Business Type' section includes checkboxes for 'Woman Owned', 'Minority Owned Business', and 'Emerging Small Business'. The 'Credit Card Size of Small Business' field is set to 'Small Business'. The 'FPDS Type of Contractor' field is empty. The 'Home Organization', 'Parent Name', and 'Parent Tax Identification Number' fields are empty. The 'OK' and 'Cancel' buttons are at the bottom right of the dialog box. The taskbar at the bottom shows several open windows: Outbox, Inbox, PR-MA, PR-IMSF, PO-IMSF, CONTRACTING, PO-MO, BPA Calls, Patricia's Ca..., and PO-MA. The system clock shows 'July 30, 2002 2:33 PM'.

ENTERING VENDOR INFORMATION IN PROCUREMENT DESKTOP FOR INTERAGENCY ACQUISITION AGREEMENTS

5. UNDER ADDRESS TAB:

- A. Enter Address Code. *
- B. Enter Agency's Street Address, City, State, Zip Code, Telephone Number, and Fax Number.
- C. Enter DUNS Number.

Procurement Desktop

Vendor Maintenance

Vendor | **Address** | Contact | Bank

* 100 Bureau Drive MS 3751 Gaithersburg, MD 208993751

Address Code * (* for none) Date Created 07/26/2002

Active Indicator ☒ Active ☐ Inactive

Street Address 100 Bureau Drive MS 3751 Duns/CEC Code ☒ Duns ☐ CEC 061930355

City Gaithersburg Cage Code

State MD EDI ID

Zip Code 20899-3751 Preference Program

Country US Geographic Region

Phone Number (301) 975-2275 ext. Selection Criteria

Fax Number (301) 963-5972 ext. ☒ P/S ☐ SIC ☐ NAICS ☐ Vendor Category

Approval Status Reviewed and Transmitted Add Delete

Add Address Vendor Activity OK Cancel

Envelope

SAMPLES AM TEAM BOX Outbox FY00 Purcha...

Purchase Ca... Training Cancelled Ac...

Ready... August 6, 2002 8:57 AM

**ENTERING VENDOR INFORMATION IN PROCUREMENT DESKTOP
FOR INTERAGENCY ACQUISITION AGREEMENTS**

6. UNDER CONTACT TAB:

- A. Select “Add a Contact.”
- B. Enter the Name, Title, Phone Number, Fax Number, Type – **Always** select “Primary,” and E-mail address.

The screenshot displays the 'Vendor Maintenance' application window. At the top, there are four tabs: 'Vendor', 'Address', 'Contact' (which is selected), and 'Bank'. Below the tabs, the 'Contact' tab is active, showing a list of contacts on the left and a form for editing a contact on the right. The list on the left contains one entry, 'Ron Hill'. The form on the right has the following fields: Name (Ron Hill), Title (Budget Analyst), Phone Number ((352) 378-8181 ext. 371), Fax Number ((352) 373-5763 ext.), Type (Primary), and E-mail Address (ronald_hill@usgs.gov). At the bottom left of the form area are two buttons: 'Add Contact' and 'Delete Contact'. At the bottom right are 'OK' and 'Cancel' buttons.

Tab	Field	Value
Contact	Name	Ron Hill
	Title	Budget Analyst
	Phone Number	(352) 378-8181 ext. 371
	Fax Number	(352) 373-5763 ext.
	Type	Primary
	E-mail Address	ronald_hill@usgs.gov

ENTERING VENDOR INFORMATION IN PROCUREMENT DESKTOP FOR INTERAGENCY ACQUISITION AGREEMENTS

7. UNDER BANK TAB: **DO NOT ENTER ANY INFORMATION**. Federal Government agencies do not have banking information.
8. Once you have reviewed and verified the information you entered, select “OK.”
9. Send the agency’s Name and DUNS number to the appropriate individual for reviewing and transmitting.

The screenshot shows the 'Procurement Desktop' application window with the 'Vendor Maintenance' dialog box open. The 'Bank' tab is selected. The dialog box contains the following fields and options:

- Vendor Information:** A blue header bar displays '100 Bureau Drive MS 3751' and 'Gaithersburg, MD 208993751'.
- Bank Name:** A text input field.
- Bank Number:** A text input field.
- Bank Street Address:** A large text input area.
- City:** A text input field.
- State:** A text input field.
- Zip Code:** A text input field.
- EFT Indicator:** Radio buttons for ☐ ACH, ☐ TFCS, and ☐ Both.
- Account Type:** Radio buttons for ☐ Checking and ☐ Savings.
- Account Number:** A text input field.
- Correspondent Bank:** A text input field.
- Correspondent Bank Number:** A text input field.
- Pre-Notification Indicator:** A dropdown menu currently showing 'Not Required'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

At the bottom of the application window, there is a taskbar with icons for 'Outbox', 'Inbox', 'PR-MA', 'PR-IMSF', 'PR-MO', 'PO-IMSF', 'PO-MO', 'CONTRACTING', 'Patricia's Ca...', 'BPA Calls', and 'PO-MA'. The status bar at the very bottom shows 'Ready...' and the date/time 'July 30, 2002 2:36 PM'.